



State of Idaho

Legislative Services Office

Management Report

A communication to the Joint Finance-Appropriations Committee

DEPARTMENT OF PARKS AND RECREATION

FY 2009, 2010, and 2011

Report MR34011
Date Issued: February 28, 2013

Serving Idaho's Citizen Legislature



April Renfro, CPA, Manager

Idaho Legislative Services Office
Legislative Audits Division

DEPARTMENT OF PARKS AND RECREATION

SUMMARY

PURPOSE OF MANAGEMENT REVIEW

We conducted a management review of the Department of Parks and Recreation (Department) covering the fiscal years ended June 30, 2009, 2010, and 2011. Our review covered general administrative procedures and accounting controls to determine that activities are properly recorded and reported.

The intent of this review was not to express an opinion but to provide general assurance on internal controls, raise the awareness of management and others of any conditions and control weaknesses that may exist, and offer recommendations for improvement.

CONCLUSION

We did not identify any significant conditions or weaknesses in the general administrative and accounting controls of the Department.

FINDINGS AND RECOMMENDATIONS

There are no findings and recommendations in this report or in the prior report.

AGENCY RESPONSE

The Department has reviewed the report and is in general agreement with the contents.

FINANCIAL INFORMATION

The following financial data is for informational purposes only.

DEPARTMENT OF PARKS AND RECREATION – FISCAL YEAR 2011

Fund No.	Fund Title	Beginning Cash Balance	Receipts Transfers-in	Disbursements Transfers-out	Ending Cash Balance
0001	General Fund (1)	\$ 2,726,275	\$ 11,600	\$ 2,345,184	\$ 392,691
0125	Indirect Cost Recovery	1,085,458	291,740	425,857	951,341
0150	Budget Stabilization	252,006	-	43,098	208,908
0243	Park and Recreation	2,931,199	7,202,528	7,406,671	2,727,056
0247	Recreational Fuel Improvement	4,141,813	5,589,964	4,209,405	5,522,372
0250	Parks and Recreation Registration	9,623,512	8,568,506	10,369,885	7,822,133
0266	Search and Rescue	-	46,691	46,691	-
0330	Agriculture Inspection	2,786	1,177,023	1,179,809	-
0348	Federal Grant	366,559	4,239,217	4,418,479	187,297
0349	Miscellaneous Revenue	198,516	101,533	12,615	287,434
0410	Public Recreation	1,947,129	1,835,511	1,591,468	2,191,172
0496	Parks Lands Account	2,688,398	615,807	853,441	2,450,764
TOTALS WITH GENERAL FUND		\$ 25,963,651	\$ 29,680,120	\$ 32,902,603	\$ 22,741,168

(1) The Ending Appropriation Balance of the General Fund includes \$381,749 of encumbrances.

OTHER INFORMATION

This report is intended solely for the information and use of the State of Idaho and the Department of Parks and Recreation and is not intended to be used by anyone other than these specified parties.

A copy of this report is available at <http://www.legislature.idaho.gov/audit/auditsummaries.htm> or by calling 208-334-4832.

We appreciate the cooperation and assistance given to us by the director, Nancy Merrill, and her staff.

ASSIGNED STAFF

James Combo, CPA, CGFM, Managing Auditor
 Karina Myles, Staff Auditor
 Andrew Montz, Staff Auditor

TABLE OF CONTENTS

Agency Response.....	1
Appendix.....	2
Organizational Chart.....	5

AGENCY RESPONSE



February 12, 2013

C. L. "Butch" Otter
governor

Nancy C. Merrill
director

Tamara Humiston
deputy director

.....
**IDAHO PARK AND
RECREATION BOARD**
.....

Tom Crimmins
region one

Randy Doman
region two

Susan Buxton
region three

Charles H. Correll
region four

Jean S. McDevitt
region five

Robert Hansen
region six

.....
**IDAHO DEPARTMENT OF
PARKS AND RECREATION**
.....

p.o. box 83720
boise, idaho 83720-0065

(208) 334-4199

fax (208) 334-3741

tdd 1-800-377-3529

street address
5657 warm springs avenue
boise, idaho 83716

www.parksandrecreation.idaho.gov

Ms. April Renfro, CPA, Manager
Legislative Audits Division
IDAHO LEGISLATIVE SERVICES OFFICE
PO Box 83720
Boise, ID 83720-0054

RE: Management Report for Fiscal Years 2009, 2010 and 2011

Dear April:

The Idaho Department of Parks and Recreation has reviewed the Management Report for Fiscal Years 2009, 2010 and 2011. We accept the report as written and agree with its contents.

We appreciate the professionalism and courtesy of your staff, in particular James Combo and Karina Myles.

Sincerely,

A handwritten signature in blue ink that reads "Nancy Merrill". The signature is fluid and cursive, with the first name "Nancy" being more prominent than the last name "Merrill".

Nancy Merrill
Director

APPENDIX

HISTORY

On July 1, 1949, responsibility for the administration of State-owned recreational areas was placed under the Department of Public Lands, where it remained until July 1965. On July 1, 1965, administration of all State-owned recreation areas was transferred to the newly formed Idaho Department of Parks. In 1972, legislation was enacted changing the name to the Department of Parks and Recreation. In March 1973, the Department purchased 11 tracts of land from the Department of Public Lands for use as State parks. The State parks system has grown to include 30 park sites, encompassing over 60,000 acres.

The Department allows formation of non-profit associations at some of its park sites. These associations are local volunteer groups that contribute time, money, or goods for the benefit of a specific park. The non-profit associations may also conduct sales and solicit donations on park premises.

STATUTORY AUTHORITY

The statutory authority for the Department is found in Idaho Code, Chapter 42, Title 67. Idaho Code, Section 67-4219, prescribes the general intent (in part) of the legislature as follows:

It is the intent of the legislature that the Department of Parks and Recreation shall formulate and put into execution a long range, comprehensive plan and program for the acquisition, planning, protection, operation, maintenance, development and wise use of areas of scenic beauty, recreational utility, historic, archaeological or scientific interest, to the end that the health, happiness, recreational opportunities and wholesome enjoyment of life of the people may be further encouraged.

PURPOSE

The general purpose of the Department can be summarized by the following primary goals and objectives:

1. To meet the needs of visitors to the Idaho State Park system.
2. To conserve natural, geological, biological, cultural, and scenic features of the Idaho State Park system.
3. To provide assistance to cities, counties, State, and federal governments in meeting Idaho's outdoor recreation needs.
4. To guide the provision of outdoor recreation opportunities by developing and promoting a statewide comprehensive outdoor recreation plan.
5. To promote outdoor recreation as a means of building the health and vigor of Idaho's citizens.
6. To promote further understanding of the State's significant natural resources.

ORGANIZATION

The Department is administered by a bipartisan, six-member board, one from each of the six districts within the State. Members are appointed by the Governor to six-year terms, with one member's term expiring annually. The board appoints a director who is an ex-officio member of the board and is its secretary and administrative officer. The Department employs 143.5 permanent employees to aid in carrying out the directives and policies of the board. The Department also has temporary employees who work as park aides during the park season from late May to early September. Duties and powers of the board are prescribed in Idaho Code, Title 67, Chapter 42.

Under Idaho Code, Section 67-4401, the Lava Hot Springs Foundation (Foundation) is part of the Department of Parks and Recreation. However, administratively the Foundation functions separately from the Department.

The Department is divided into three divisions (see organizational chart on last page):

1. Management Services – Includes administration, financial management, registration, information systems, human resources, and state and federal grant management.
2. Park Operations – Manages the state parks, recreational trails program, and boating program.
3. Capital Development – Includes only capital outlay appropriated for facility maintenance, repair, and construction.

FUNDING

The Department is funded from various sources, including gasoline taxes, camping and day use fees, permits, rentals, leases, recreational registration fees, federal funds, and several miscellaneous revenues. Additionally, the Department receives an annual General Fund appropriation.

Following is a description of each fund used by the Department.

FUND 0001 – GENERAL FUND

This fund provides support for personnel costs and operating expenditures plus capital projects when possible.

FUND 0125 – INDIRECT COST RECOVERY

This fund consists of money recovered from indirect costs charged to federal agencies for administrative costs of federal grants and programs.

FUND 0150 – BUDGET STABILIZATION

This fund is used to cover general fund shortfalls, one-time replacement equipment costs, and the "Experience Idaho" initiative. Revenues for the fund consist of transfers from the State Budget Stabilization Fund. (Idaho Code, Section 67-3520)

FUND 0243 – PARK AND RECREATION

This fund pays for personnel, operating and capital outlay expenditures for the administration, and operation of the Department. Revenues are generated from day use fees, campground fees, leases, concessions, registration fees, and other miscellaneous sources. (Idaho Code, Section 67-4225)

FUND 0247 – RECREATIONAL FUEL IMPROVEMENT

This fund is used to pay for waterway improvements, repair and maintenance of park facilities, repair and maintenance of parking lots and bridges within parks, and other administrative costs of the Department. Revenues are derived from three percent of motor and aircraft fuels tax collections by the Idaho State Tax Commission. (Idaho Code, Section 63-2412)

FUND 0250 – PARKS AND RECREATION REGISTRATION

This fund receives revenue from registration fees related to boats, motorcycles, snowmobiles, and other recreational vehicles. Funds are used for the purchase or lease of land, education, administration and other costs related to recreation programs as well as distributed to counties to pay for approved activities related to recreation programs.

FUND 0266 – SEARCH AND RESCUE

This fund receives \$1.00 from snowmobile registrations to defray costs associated with search and rescue operations conducted by county sheriffs. These funds are transferred to the Idaho State Police who oversee distributions to county sheriffs.

FUND 0330 – AGRICULTURE INSPECTION

This fund is used to support activities related to the prevention, detection, control and management of invasive species in Idaho. Revenues are from boat registration fees related to invasive species stickers.

FUND 0348 – FEDERAL GRANT

This fund receives money from federal sources and pays for specific projects as outlined in the grants. Primary revenue sources are the U.S. Department of Interior, National Park Service, and the U.S. Department of Transportation, Coast Guard Boat Safety.

FUND 0349 – MISCELLANEOUS REVENUE

This Fund is used to track memorandums of understanding with non-federal agencies.

FUND 0410 – PUBLIC RECREATION

This fund receives money from moorage fees, gasoline sales, and concession sales for the operation of Hells Gate and Spring Shores Marinas, Lakeview Village, Indian Creek Store, and other miscellaneous leases. Expenses for these operations are paid from this fund.

FUND 0496 – PARKS LANDS ACCOUNT

Revenues are from donations and special use trust funds of the Department. Funds are used for the operation and maintenance of designated parks and other donor designated uses.

Total FTP: 143.5

Idaho Department of Parks & Recreation January 2013

